

Business/Operating unit:		Baseline Risk Assessment Office Move		
Date: 2022/08/11				
<i>List activity</i>	<i>Activity type (Routine/Non-routine)</i>	<i>Hazard nr</i>	<i>Hazard Identification</i>	<i>Risk Nr</i>
List specific activities to be performed taking into consideration the equipment to be used, the personnel involved in the task.	Indicate R or N 1. Routine activities and situations create hazards through day-to-day operations and normal work activities; 2. Non-routine activities and situations are occasional or unplanned;	#	Anything with potential to cause of harm. Note: A hazard can pose more than one risk.	#

Coronavirus(covid-19) in the
workplace

R	1
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Exposure to Biological agents, virusses,
bacteria ,fungi (Covid-19)

1

Driving of vehicles	R	2,1	(a) Exposure to surfaces or people infected with Covid -19 (b) Respiratory Epidemic / Pandemic Outbreaks	2,1
	R	2,2	Driving on public roads, Overspeeding of vehicles, In community, On private property, Mechanical failure / Breakdown	2,2
		8,1	Defective / broken hand tools	8,1

Using of hand tools - day to day task	R	8,2	Live electricity	8,2
		8,3	Tools falling from heights	8,4
Use of Ladders	R	13	Working at heights	13
Operating Portable Electrical Tools	R	16,1	Damaged Electrical cords and plugs	16,1
		16,2	Noise	16,2
		16,3	Vibration	16,3
		16,4	Dust	16,4

Physical Material Handling	R	19	Inproper lifting technique	19
Stacking and Storage	R	20	Incorrect stacking and storage	20
Substance abuse	R	21	Performing work while intoxicated	21
Walking in and between office environment	R	29	Wet or slippery or uneven surfaces	29
		30,1	Improper microwave usage	30,1

Using of kitchen facilities	R	30,2	Improper use of boiling water	30,2
Hazardous Chemicals Substances	R	40	Incorrect use, handling, of Hazardous Chemicals	40
Using Stairways	R	41	Unsafe use of stairways	41
	R	42	Get stucked or trapped inside / outside	42

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				Department:
				Prepared by:
<i>Associated risk</i>	<i>Risk type</i>	<i>Cause(s) of the risk</i>	<i>Exposed group/employees</i>	<i>Risk Owner</i>
A chance that injury , ill health or damage could occur as a result of uncontrolled hazard.	Safety or health	What causes the risk to come into effect?	Who is exposed to the hazard i.e. visitors, members of the public, etc.	Who is accountable for making sure the controls and monitors are: - in place, - implemented, - regularly reviewed for effectiveness.

Outbreak of respiratory epidemic / pandemic puts the employees at risk of being infected and spreading the disease	Health	<ul style="list-style-type: none"> (a) Droplet infections during coughing and sneezing (human to human transmission) (b) Contact with contaminated surfaces (c) Close contact with an infected person or contaminated object / surface (d) Failure to implement precautionary measures such as wearing of appropriate PPE, (e) low immunity of staff, (f) pre-existing medical conditions 	Employees, visitors, members of the public	Site Supervisor, Employees
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Contracting Covid 19 - Outbreak of respiratory epidemic / pandemic puts the employees at risk of being infected and spreading the disease	Health	(a) Droplet infections during coughing and sneezing (human to human transmission) (b) Contact with contaminated surfaces (c) Close contact with an infected person or contaminated object / surface (d) Failure to implement precautionary measures such as wearing of appropriate PPE, (e) low immunity of staff, (f) pre-existing medical conditions (g) not adhering to social distancing requirements (h) Lack of hand sanitising or hand	All drivers, Staff coming into contact with drivers, Members of public, Contractors	Managers and Employees
Involved in accident, Risk of personnel being injured by overspeeding vehicles. Drivers losing control of vehicles. Damaging / injury to member of public, Severe Injuries when involved in an Accident, Personnel are at risk of being bumped by a vehicle or an Accident	Safety	Not adhering to the speed limit, Not paying attention, not familiar with the road, making use of cellphone, distractions, exposed to unsafe behaviours, congested roads, Pedestrians and live stock, Taxi and Truck on the road, Civil unrest. Negligent driving, Not adhering to speed limit by drivers, Not adhering to life saving rules, Failure of observation by drivers and pedestrians and unavailability of pedestrian crossings	Employees, visitors, members of the public	Site Supervisor, Employees
Hand injuries, cuts and bruises , fractures,	Safety	Hand injuries, cuts and bruises , electrocution, fractures, Injuries, Fatalities	Employees	Site Supervisor, Employees

Electrocution ,burns	Safety	Incorrect handling of tools, Not using insulated tools, unauthorised operating	Employees	Site Supervisor, Employees
Objects falling on staff, other equipment	Safety	Not securing tools, or not using tool bag	Employees	Site Supervisor, Employees
Falling from heights	Safety	Not using Approved Safety harness, No Supervision, No Fall Protection Plan, Inadequate Risk Assessment, Lack of training	Employees	Site Supervisor, Employees
Injury / Burns / Electrocution	Safety	Lack of Inspection and maintenance	Employees	Site Supervisor, Employees
Hearing Discomfort, NIHL	Health	Exposure long periods of work, improper PPE used, Lack of Medical Surveillance, Lack of monitoring an testing of equipment, Lack of maintenance	Employees	Site Supervisor, Employees
Joints adversely affected, damaged blood vessels, and nerves in fingers	Health	Lack of medical surveillance, lack of maintenance	Employees	Site Supervisor, Employees
Lung Cancer	Health	Inadequate PPE, Lack of Risk Assessment, No Supervision	Employees	Site Supervisor, Employees

Overexertion, Sprains and strains	Safety	Lack of training	Employees	Site Supervisor, Employees
Overexertion, Sprains and Strains, Stacks collapsing	Safety	Improper stacking and storage procedure, Lack of training, insufficient storage , Lack of demarcation, Walkways obstructed	Employees	Site Supervisor, Employees
Injury, damage to property	Safety	Lack of substance abuse testing	Employees	Site Supervisor, Employees
Slip, Trip & Falls	Safety	Rainy Weather conditions,not paying attention & loose gravel &un even surface	Employees	Site Supervisor, Employees
Liquids, food or container releasing hot steam	Safety	Improper handling, not focusing at task at hand	Employees	Site Supervisor, Employees

Spilling boiled water, Burns	Safety	Improper handling, not focusing at task at hand	Employees	Site Supervisor, Employees
Chemical burns, skin irritations	Health	Incorrect use, Not wearing proper PPE	Employees	Site Supervisor, Employees
Falling/tripping on the stairs	Safety	Failure to hold onto the rails	Employees	Site Supervisor, Employees
Hand and body injuries	Safety	Not focussed, Wearing loose clothing	Employees	Site Supervisor, Employees

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Occupational Health and Safety Baseline risk assessment template					
Contractors					
Deon Bezuidenhoudt		Authorised by:		Name:	
				Designation:	
				Signed:	
				Date:	
Refer to Occupational Health and Safety Risk assessment procedure 32-520					
<i>Exposure patterns</i>	<i>What are the possible consequences?</i>	<i>Existing Controls</i>			Risk Priority Rating
The frequency and duration the person/group is exposed to the hazard e.g. Daily for 3 hrs.	Consider the worse case scenario without controls?	Include: - <u>Preventative Controls</u> (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - <u>Reactive Controls</u> (controls implemented to reduce the immediate impact of the risk occurring) Elimination Substitution Engineering controls Administrative controls Personal protective equipment (PPE)	Consequence	Likelihood	

Daily	(a) Potential productivity loss (b) Increased sick leave (minimum 14 days quarantine) (c) Potential Unavailability of Critical Staff (d) Potential deaths (direct impact on Eskom employees or families)	(a) Continuous diseases information sharing (b) Details regarding personal protection (hand sanitising, social distancing, etc) (c) Communication and implementation of World Health Organisation (WHO) guidelines (d) Implementation of the Department of Health guidelines (e) Internal Epidemic / Pandemic Plan (Contingency plans) (f) Ongoing internal Comms regarding the outbreak	5	C	II
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3 times a week for 12 hours	(a) Potential productivity loss - hospitalisation, isolation (b) Increased sick leave (minimum 14 days quarantine) (c) Potential Unavailability of Critical Staff (d) Potential deaths (direct impact on Eskom employees or families)	(a) Continuous diseases information sharing (b) Details regarding personal protection (PPE eg masks, hand sanitising, social distancing, etc) (c) Communication and implementation of World Health Organisation (WHO) guidelines (d) Implementation of the Department of Health guidelines (e) Internal Epidemic / Pandemic Plan (Contingency plans) (f) Ongoing internal Comms regarding the outbreak	5	C	II
Daily	Fatalities, Injuries, Property damage	Staff driving vehicles to have national driver's license. Vehicles in roadworthy condition, only transport authorised staff in vehicle, pre-trip checks, and obeying of all traffic laws, Adherence to life saving rules. Discuss in safety meetings, Drivecam, Mix Telematics reports	4	C	II
When ever the task is being perfomed	Hand injuries, cuts and bruises , fractures,	Routine inspections of equipment	2	B	IV

When ever the task is being perfomed	Electrocution ,burns	Proper PPE, Supervision, Proper training, authorisation for operator, relevant certificate for the aerial bucket, medical surveillances	4	C	II
When ever the task is being perfomed	Objects falling on staff, other equipment	Use of approved Tool bags, Training, Risk Assessment, Supervision, Keep safe working distance underneath	2	B	IV
When ever the task is being perfomed	Falling from heights	Use of approved FAS systems, Training, Risk Assessment, Supervision, Fall Protection Plan	4	C	II
When ever the task is being perfomed	Injury / Burns / Electrocution	Inspections, Maintenance records, Supervision, Risk Assessment, PPE	3	C	II
When ever the task is being perfomed	Hearing Discomfort, NIHL	PPE, Risk Assessment, medical surveillance, regular breaks, Occupational Hygiene Surveys	2	C	III
When ever the task is being perfomed	Joints adversely affected, damaged blood vessels, and nerves in fingers	PPE, Risk Assessment, medical surveillance, regular breaks, Occupational Hygiene Surveys	2	C	III
When ever the task is being perfomed	Lung Cancer	PPE, Risk Assessment, medical surveillance, regular breaks, Occupational Hygiene Surveys	2	C	III

When ever the task is being peromed	Overexetion, Sprains and strains	Risk Assessments, Training, Supervision, Safework procedures,	3	C	II
When ever the task is being peromed	Overexertion, Sprains and Strains, Stacks collapsing	Good standard of housekeeping, Sufficient storage, demarcation,Risk Assesment, Supervision,	2	C	III
Daily	Injury, damage to property	Daily screening, medical surveillance, Employee awareness sessions	2	B	IV
Daily	Bruises, cuts, lacerations, fractures, broken bones	OPERATIONAL CONTROL: All staff to obey warning signs and be on the look out for slipping and tripping hazards. PROGRAMME: use of warning signs when floors are wet , SHE talks, apply situational awareness. Hold on to handrails	2	B	IV
Daily	Injury, burns, First Aid	Safety discussions, PPE	2	B	IV

Daily	Injury, burns, First Aid	Safety discussions, PPE	2	B	IV
When ever the task is being peromed	Injuries	Awreness training, MSDS, Risk Assessment , PPE, Safework procedures	2	B	IV
When ever the task is being peromed	Fractures, bruises, dislocation of ankle etc	Signage to be posted informing personnel about the risk of not holding onto the hand rails	3	2	III
When ever the task is being peromed	First aid injuries or possible fractures	Be alert when entering a lift and comply with instructions as per the sign posting. Always pay attention	2	2	IV

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<i>Additional Controls or Tasks Aimed at improving Existing Controls</i>		<i>Monitoring Mechanisms</i>	<i>Control Owner</i>
RCE Risk Control Effectiveness	Include: - <u>Preventative Controls</u> (controls implemented to eliminate hazards or reduce the likelihood of the risk occurring), and - <u>Reactive Controls</u> (controls implemented to reduce the immediate impact of the risk occurring) Elimination Substitution Engineering controls Administrative controls Personal protective equipment (PPE)	How we know if we are succeeding. Include comments on effectiveness. This may include i.e. measurements, inspections, supervision where necessary.	Person allocated the responsibility for implementing the agreed controls

ME	<p>Directive covid-19 Occupational Health and Safety Measures in workplaces: COVID-19(C19 OHS), 2020, Protective measures to be taken during covid-19 Work instruction 240-154263529 , National Disaster Management Act, Eskom engagement toolkit for Covid-19, Not using airconditioning systems</p>	<p>(a) Completed an exposure screening questionnaire (b) Conducts screening through body temperature screening (c) In the event that a case suspected there will be referrals as per Department of Health Standard Operating Procedure (d) Utilisation of the current Eskom staff such as (Security, Occupational Health and Safety) (e) Continuous awareness through information sharing (f) All Eskom travelling restricted to essential staff</p>	Site Supervisor
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Mostly effective	<p>Employees to work from home or dispatched from home. Employees to only travel when it is absolutely necessary to do so. Employees to travel alone in a vehicle. Upon completion of the job the employee will go home without engaging in any other activity at the CNC. If there is a need for an employee to work with another employee, social distancing shall be applied at all times. If social distancing cannot be maintained due to the nature of the activity the employee shall wear the PPE that protects againsts infection by the Covid-19 virus</p>	Covid 19 incidents reported at Health and Wellness	Managers
Mostly effective	Adhere to existing controls	<p>Incident records, Speed fines and Services records , Drive Cam Reports, Mix Telematics reports,Coaching reports,</p>	Site Supervisor
Fully effective	Adhere to existing controls	<p>Risk Assessment, Tool inspections, Observations, Incident Stats</p>	Site Supervisor

Fully effective	Adhere to existing controls	ORHVS, Risk Assessemnt , Safework Procedures, Supervision	Site Supervisor
Fully effective	Adhere to existing controls	Risk Assessemnt , Safework Procedures, Supervision, Incident records	Site Supervisor
Fully effective	Adhere to existing controls	Risk Assessment, Training Records, Incident stats, Behaviour Observations, Safework procedures, Fall Protection Plan	Site Supervisor
Fully effective	Adhere to existing controls	ORHVS, Risk Assessemnt , Safework Procedures, Supervision, Incident Records, Observations	Site Supervisor
Fully effective	Adhere to existing controls	Medical Surveillance, Incident Records, Hygiene Surveys	Site Supervisor
Fully effective	Adhere to existing controls	Medical Surveillance, Incident Records, Hygiene Surveys	Site Supervisor
Fully effective	Adhere to existing controls	Medical Surveillance, Incident Records, Hygiene Surveys	Site Supervisor

Fully effective	Adhere to existing controls	Incident Records	Site Supervisor
Fully effective	Adhere to existing controls	Risk Assessments, Safework procedures, Incident Recors, Supervision	Site Supervisor
Fully effective	Adhere to existing controls	Monthly Sustance abuse testing stats	Site Supervisor
Fully effective	Adhere to existing controls	Incident Records, Behaviour Safety Observations, Awareness Training, Signs	Site Supervisor
Fully effective	Adhere to existing controls	Incident Records	Site Supervisor

Fully effective	Adhere to existing controls	Incident Records	Site Supervisor
Fully effective	Adhere to existing controls	Incident Records	Site Supervisor
Fully effective	Adhere to existing controls	Incident Records	Site Supervisor
Fully effective	Adhere to existing controls	Incident Records	Site Supervisor

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Next Review Date (every 2 years):		Template identifier:	240-70044602
		Document identifier	
		Revision number:	1
		Revision date:	31-May-24
<i>Legal and Other Requirements</i>	<i>Target Date</i>	<i>Current Status</i>	<i>Integrated Risk Management (IRM) reference number</i>
Where relevant, list the relevant legislative and or Eskom requirements that prescribe the control.	Once a date has been agreed to, this can not be changed	Pending, In Progress, Complete	Where applicable, add IRM system reference number for tracking of treatment actions.

Occupational Health and Safety Act 85 of 1993, section 8,14, Construction Regulation 9, Regulation for Hazourdous Biological Agents,6, 10,11, 240-77460915, 32-123,Regulations issued in terms of section 27(2) of the Disaster Management Act, 2002.	Ongoing	In progress	To be added to IRM system				
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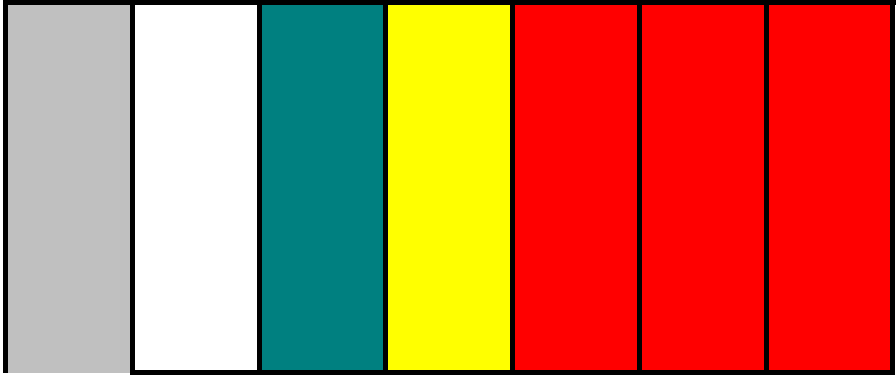
Disaster Management Act 57 of 2002 Notice No. R. 313 of 15 March 2020. Guidelines for the containment/management of Coronavirus (Covid19),Outbreak, Pandemic or Epidemic Disaster Response Plan 240-100092892. Directive:COVID 19 Occupational Health and Safety Measures in workplaces(C19 OHS), 2020	Ongoing	In progress	To be added to IRM system
National Road Safety Act. ESKOM Procedure 240- 62946386 (Vehicle and driver safety management) . ESKOM Procedure 32-345(Eskom Vehicle Safety Specification) , Life saving rules	Ongoing	In progress	
General Safety Regulation 2	Ongoing	In progress	

Electrical Machinery Regulation 19, ORHVS	Ongoing	In progress	
Construction Regulation 9	Ongoing	In progress	
Construction Regulation 10, Working at Heights 32-418, General Safety Regulation 13 A	Ongoing	In progress	
Electrical Machinery Regulation 10	Ongoing	In progress	
Noise Induced Hearing Loss Regulations 6(1) and 7(1), General Safety Regulation 2	Ongoing	In progress	
General Safety Regulation 2	Ongoing	In progress	
General Safety Regulation 2	Ongoing	In progress	

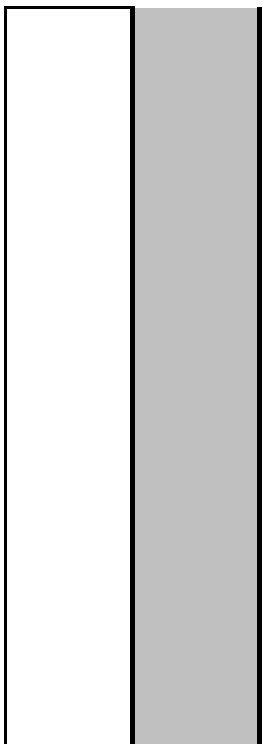
Ergonomics Regulation 6, Management of Ergonomic Hazard Exposure in the workplace 34,370	Ongoing	In progress	
General Safety Regulation 8, Construction Regulation 28, Stacking and Storage Standard 240-93411424	Ongoing	In progress	
General Safety Regulations 2A, 32-37 Substance Abuse Procedure	Ongoing	In progress	
General Safety Regulation 2, OSHACT 8(1),32-407 Behaviour Safety Observations	Ongoing	In progress	
General Safety Regulation 2, OSHACT 8(1),32-407 Behaviour Safety Observations	Ongoing	In progress	

General Safety Regulation 2, OSHACT 8(1),32-407 Behaviour Safety Observations	Ongoing	In progress	
Hazardous Chemical Substance Regulation 9 (a)	Ongoing	In progress	
Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) section 8 (1): Employer shall provide and maintain as far as is reasonably practicable a working environment that is safe and without risk to the health of his employees.	Ongoing	In progress	
Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) Lift, escalator and passenger conveyor regulations	Ongoing	In progress	

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R	Safety	1	A
N	Health	2	B
		3	C
		4	D
		5	E
		6	



	5	III	II	II	I	I

Fully effective	I
Mostly effective	II
Mostly ineffective	III
None	IV

